

manual change transmittal

		NO. 1
TITLE Project Development Procedures Manual 7 th Edition-Revision	APPROVED BY ROBERT L. BUCKLEY Program Manager	DATE 7/1/99 ISSUED
		PAGE 1 OF 3
SUBJECT AREA Project Development Procedures – Various	ISSUING UNIT Design and Local Programs, Office of State Project Development Procedures and Quality Improvement	
SUPERSEDES Project Development Procedures Manual 7 th Edition, dated 1/1/97	DISTRIBUTION All Manual Holders	

The 7th edition of the Project Development Procedures Manual (PDPM), dated January 1, 1997, has been updated and is now available in hardcopy form. The new date for the revised 7th edition is July 1, 1999. Revisions from the initial 7th edition are indicated by sidebars in the margins of the text.

A new edition of the PDPM was needed as the consensus of practitioner input are in favor of a hardcopy over an electronic copy. An updated electronic version of the 7th edition is being released simultaneously to maintain consistency across the State. The layout, page numbering system, and cross-referencing systems have remained unchanged. Changes focus on revised procedures, organizational changes, and editing changes.

The PDPM is currently listed on the Caltrans Home Page under "In the Works" → "Project Planning and Design" → "Project Development Procedures Manual (PDPM)." Its Internet address is:
<http://www.dot.ca.gov/hq/oppd/pdpm/pdpm.htm>

There are several procedural changes brought about by SB 45 and the California Transportation Commission (CTC), which are not reflected in this update. Awareness of these shortcomings will require another update within the next six months, and is planned as the 8th edition. The 8th edition will be more widely circulated to all PDPM holders-of-record within the Publications Office of the Administrative Service Center and also available via internet.

General Changes

- All current Department organizational names brought about by changes in organizational structure of Caltrans, and other name changes, have been used to the extent identified, and have required changes throughout the entire manual.
- Minor corrections or nonsubstantive changes for clarity or consistency are made.

Specific Changes

Chapter 1

- Section 2 – “Related Manuals and Guidelines” - some references are added, some deleted, and some revised or moved.
- Section 3 – “Acronyms used in this Manual” - some acronyms are added, some deleted, and some revised.

Chapter 2

- Sections 1 and 2 - changes in organizational structure are reflected in the deletion of defunct offices and in the renaming of other offices.
- Section 2, Article 3 – “Project Development Guidance” - revised word “dheets” to read “sheets” under fifth circle.
- Section 7 – “Federal Government”, Figure 2, is revised to reflect changes in certification acceptance. Figure 4 is likewise revised.

Chapter 3

- Section 11, is updated to reflect Maintenance lead on Emergency Projects and Directors Orders.

Chapter 6

- Article 5 - “Schedule Commitments,” paragraph 2, changed the name of “Red Book” to “Operational Plan.”

Chapter 8

- Section 1, “Programming Precedes Formal Project Studies,” the first sentence is split in two.
- Section 5 – “Project Development Categories” - the Damage Assessment Form (DAF) is inserted to replace the old “Site Damage Report” in Figure 2, last line. A new figure is added after Figure 2 to assist in the use of “Project Categories”. Revised references in Figure 1 under “Initial Public Meeting” and “Written Notice of Studies” from Chapter 22, Section 5 and 10, to Chapter 22, Article 5.
- Section 7 – “National Pollutant Discharge Elimination System” - discussion expanded and updated.

Chapter 9

- Article 6 – “Site Damage Report” was deleted and rewritten to reflect current practices.
- Article 12 - grammar changed to clarify criteria for different cases under the “Combined PSR/ PR Usage Criteria” subtopic.

Chapter 10

- Section 4, last paragraph under “General,” change “side-headings” to “headings.”

Chapter 11

- Article 2 – “Public Notices Content” is changed to reflect changes in the California Public Resources Code.

Chapter 12

- Section 4 - under the heading “Director's Order for Urgent Projects,” the report name is updated and the submittal instructions are changed.

Chapter 16

- Article 3, “Authorizing Documents,” subtopic reflects the need for cooperative agreements to be accompanied by a copy of an authorizing document when sent to headquarters.

Chapter 22

- Community Involvement, Article 5 - Initial Meetings, last paragraph under “Purpose” is revised from “Chapter 8, Section 7, Figure 1” to “Chapter 8, Section 5, Figure1.”
- Article 10, “Mailing List” and “Notification Letter” subtopics are revised to reflect changes in Public Resources Code (CEQA).

Chapter 30

- Section 1, Article 1, “Scope” - removed the double period under the first filled-in circle.

Appendix G - added is the requirement for GIS map to depict the distressed lane-mile relief, which is relative to the total distressed lane-mile relief programmed in the most recent SHOPP.

Appendix H - added is the requirement for GIS map to depict the distressed lane-mile relief, which is relative to the total distressed lane-mile relief programmed in the most recent SHOPP.

Appendix K - revised the OPPD Chief to Manager of DLP on pages K-12 and K-20, and OPPD to DLP twice on page K-21.

Appendix HH – “Public Involvement” revised “Public Notice” (Sample Text & Explanation) due to changes in California Public Resources Code (pages HH-9 through HH-11).

Attachments